



State Controller's Office
Personnel/Payroll Services Division
Transaction Supervisor Forum

June 20, 2019

Program Management and Analysis Bureau (PMAB)

❖ **Employment History (EH) – Pliny Reynolds**

- The State Controller's Office (SCO) plans to process EH mass updates for the upcoming salary increases effective July 1st, 2019 during the second week of July for Rank and File employees and the third week of July for Exempt positions.
- The Personnel Letter for upcoming salary increases will be released in coordination with CalHR's pay letter. Any actions required by departments will be included in the SCO's Personnel Letter.

❖ **Affordable Care Act (ACA) – Megan Vinson**

- Reminder: Report PDA8758 is available on ViewDirect and contains department errors related to the mass update of separation codes. Corrections must be made by June 28, 2019. Please refer to [Payroll Letter #19-009](#).
- Our edits and audits program has been revised to include the changes rolled out in the latter part of last year surrounding the effective dates of the 2B/2A and COBRA codes. All transactions surrounding the keying of these transactions can be done at a department level and no longer require SCO to override. Please refer to [Payroll Letter #18-017](#).
- Revised ACA Training: Sessions will now be held at and hosted by SCO at our 300 Capitol Mall Sacramento, CA 95831 location. The revised training will cover the ACA, the ACA's impact, the roles of departments, and real keying into the ACAS. See below current training sessions:
 - August 19th, 2019 – 8:00 AM to 12:00 PM
 - August 26th, 2019 – 8:00 AM to 12:00 PM
- To sign up for an ACA Training session please email ppsdacatrainng@sco.ca.gov.

❖ **California Leave Accounting System (CLAS) – Sarah Lever**

- The Training Needs Assessment is out for the September – December period, for Statewide Training and CLAS Training. Due June 26, 2019 COB.
- Personal Holidays to post July 2, 2019
- Holiday Credit in lieu of Personal Holiday to post July 3, 2019. The Leave Letter will be posted soon.
- Fiscal Year Reset of Usage Only Benefits – Begin Total transactions to post July 29, 2019. The Leave Letter will be posted soon.
- Family Care Leave Letter will be posted soon.

Personnel and Payroll Services Bureau

❖ Civil Service (CS) Payroll - Renee McClain

- The CS Payroll team is working on developing a Stipulation guide for the departments as well as a Lump Sum Deferral guide. The guides will provide information and tools on these topics in one location and will include a checklist to aid in the submission of Stipulation and Lump Sum packages. The training unit has also been working with us to provide e-Learning for Stipulations. Lastly, there will also be an e-Learning for lump Sum in the near future.

❖ Civil Service (CS) Disability – Karin Johnson-Anderson

- 674D Revision Suggestions/Wish List: Please submit ideas by July 31, 2019 to kjohnsonanderson@sco.ca.gov
- Fax Guidelines:
 - IDL/NDI/SDI/TD only accepts faxes for:
 - Currents: Current month green cycle pay requests are accepted beginning the day after master payroll cutoff, through 5 cycle days after the last no cycle following the green cycle.
 - Separations/Retirements: Faxes are always accepted for separations. Note “separation” or “retirement” in large letters so the document can be processed as a priority.
 - Escalations: Utilize the escalation email box at PPSDOps@sco.ca.gov
 - Financial Hardships: If the employee is experiencing a significant financial hardship, their pay will be prioritized. Note “financial hardship” so the document can be processed as a priority.
 - Any other type of document is required to be mailed as soon as the 5 cycle day grace period following the green cycle has ended.
- Keying Special Pay for IDL Full: When special pay is entered before master for Full IDL, retirement exclusions come out of 1st payment in the system but needs to come out of the master pay. Please key special pay after master cut off.
- Additional 674D Common Errors:
 - Dates in box 5,7 & 8 do not match- E.G.= box 5 shows 5-2019 and box 8A shows 4-5-19 to 4-30-19
 - Specialist signature is blank

- Reminder: Please utilize our [website](#), the [Payroll Procedures Manual \(PPM\)](#) and ask your internal staff before calling the SCO with questions. While we are happy to help, we want to be sure that you are utilizing all of your resources.
- ❖ **Civil Service (CS) Benefits – Rebecca Doctolero**
 - Defense of Marriage Act (DOMA) – Personnel shops should be documenting the Std.692 with “680 on file” or “No 680 on file” when they submit a dental form with Domestic Partners.
 - Reminder: Please refrain from calling the SCCC for weekly processing dates or asking if we have received a form.
 - You can find the Weekly Processing Dates on our [website](#) under the What’s New section.
 - The Backlog in CS Benefits is growing due to staff shortage and workload of the SCCC. Please be patient as we work through the increased workload.
 - Reminder: Please call VSP for any vision related questions.
- ❖ **Statewide Customer Contact Center (SCCC) - Nastassja Johnson**
 - Meeting notes are now available on our [website](#).
 - The State Controller’s Office (SCO) is committed to providing the highest level of customer service possible. With that, we would like to share the reminder that we are here to service Department’s and/or Campus Human Resources (HR) Offices. Employees are best served by their own Department and/or Campus HR Office, as they have a direct relationship with the employee and can best address the employee’s needs. We ask that Department and/or Campus HR Offices do not share SCO’s direct contact information with employees. If an employee requires HR-related assistance, please direct the employee back to his/her respective HR Representative. This will ensure that SCO can continue providing excellent customer service to Departments and/or Campus HR Offices.
 - Escalation Email:
 - Reminder: Our Escalation email (PPSDOps@sco.ca.gov) is for Supervisors and Managers. You can find guidelines to using our Escalation email on our website under Human Resources.
 - California Personnel Office Directory (CPOD):
 - Please update [CPOD](#) with current information.